



REQUEST FOR FUNDING PROPOSAL (RFP) RFP: DHCDCHDOMAR2017-1



**Department of Housing and Community Development (HCHD)
HOME Investment Partnership Program
Community Housing Development Organization (CHDO)
Request for Proposal and CHDO Application**

Due Date: 3:00 p.m. Friday, April 21, 2017

It is the responsibility of the applicant to ensure the submission of the required documentation is timely and arrives prior to the due date. Responses received after 3:00 p.m. will be returned to the applicant and will not be considered.

All proposals should be clearly marked: RFP: HCDCHDMAR2017-1 and submitted to:

**Fulton County Department of Housing and Community Development
Attn: CD HOME Manager
137 Peachtree Street SW, Suite 300
Atlanta GA 30303**

Alternative formats of this document will be made available upon request.



**EQUAL HOUSING
OPPORTUNITY**

**FULTON COUNTY, GA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT PLEDGES TO
FOSTER THE LETTER AND SPIRIT OF THE LAW FOR ACHIEVING EQUAL HOUSING OPPORTUNITY.**

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GENERAL INFORMATION

Project Title	Community Housing Development Organizations Program
Issue Date	March 20, 2017
Issuing Organization	Fulton County Department of Housing and Community Development
Reference #	RFP: DDHCDCHDMAR2017-1
Deadline to Submit Questions	April 15, 2017
Pre-Proposal Technical Workshop	DHCD will have two pre-proposal meeting/technical assistance workshops for this RFP. Dates: March 29, 2017 10:00 AM and 2:30 PM
Application Deadline	3:00 p.m. Friday, April 21, 2017

OVERVIEW AND PURPOSE

Fulton County Department of Housing and Community Development (DHCD) is seeking proposals from eligible Community Housing Development Organizations (CHDO) for funding consideration under the HOME Investment Partnerships Program. The HOME program is authorized by Title II of the Cranston-Gonzalez National Affordable Housing Act, as amended, 42 U.S.C. 12701, *et seq*, and applicable regulations at Volume 24 of the Code of Federal Regulations (24 CFR, Part 92). The HOME program is designed to provide eligible state and local governments with the resources and incentives to strengthen public-private partnerships, and to expand the supply of decent, safe, sanitary, and affordable housing.

In addition to the general requirements for affordable housing development, the HOME program requires participating jurisdictions (PJs) to set-aside at least 15 percent of their HOME funds for housing that is developed, owned, or sponsored by Community Housing Development Organizations (CHDOs). A CHDO is a certified private, nonprofit, community-based service organization that has staff with the capacity to develop affordable and decent housing for low - income people meeting the HUD regulations at 24 CFR 92 Section 92.2. A CHDO is the only entity eligible for these HOME set-aside funds. The CHDO must be the owner, developer and/or sponsor. The requirements for CHDO Set-Aside funds are set forth in 24 CFR Part 92.300.

The County is making available federal HOME Investment Partnerships Act funds through its Community Housing Development Organization (CHDO) Program to meet the needs of low-to moderate income households and special housing populations. Eligible projects will involve (1) the development of affordable single-

family housing for homeownership and (2) rental single-family housing developments. The County is seeking CHDOs who are undertaking projects that provide innovative and sustainable affordable housing opportunities that maximize use of local partnerships and resources. Respondents must demonstrate the qualifications and capacity to develop affordable, single-family rental and homebuyer housing for low-to-moderate income households at or below 80% of area median income per the income requirements of the Department of Housing and Urban Development (HUD).

Under the HOME Program, funds (including HOME set-aside funds) are to be used to leverage other sources of funding such as private financing to achieve the objectives of the County's Affordable Housing Program. Applicants are strongly encouraged to become familiar with specific and appropriate program eligibility and overall requirement.

Proposers must also demonstrate site control of a specific project as evidenced by a Deed, an executed Purchase and Sale Contract to acquire the property or a preliminary financial commitment. If site control is not demonstrated, the project may not be considered for funding. Additionally, the County will not commit funds or secure funding for a project through an agreement until the awardee provides evidence that all necessary financing is secured, a budget and construction schedule is established and guarantees that all construction/ rehabilitation will begin within six months after notification of the award. The Awardee must be in good standing with all County departments and provide certification that neither they, nor their contractors or subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government organization. Any such exclusion may cause prohibition of your participation in this RFP.

In addition, respondents who are Minority-owned and Women-owned Business Enterprises or Section 3 Business Enterprises are encouraged to submit proposals. These entities must have the capacity to develop affordable, single-family or multi-family housing for rental or homebuyer activities.

Respondents currently designated as CHDOs by DHCD shall have their designated status certified at the time of each proposal submittal and/or each time of a committed affordable housing development project award. Also the County must have documentation that the CHDO has the capacity to own, develop, or sponsor housing (as required by the revised definition of CHDO in §92.2).

GOALS

This RFP seeks to advance the following goals:

- Provide affordable rental housing, promote housing opportunity and choice, and ensure the greatest number of quality affordable housing units are produced or preserved;

- Contribute to the development of housing that serves low-income seniors and people with disabilities with the appropriate levels of operating and service supports;
- Promote homeownership opportunities for individuals and families that have barriers to affordability;
- Advance the development of sustainable, transit-oriented communities that give low-income residents access to transportation, services, and economic opportunity in areas with high capacity transit stations or high frequency transit service;
- Promote cost-effective sustainable design, construction, rehabilitation, and operations of affordable housing;
- Promote preservation of affordable housing, and prevent displacement of low-income residents, through purchase and rehabilitation of existing housing; OR
- Contribute to the revitalization of communities through development and preservation of affordable housing, including mixed-income housing and housing for existing low-income residents at risk of being displaced by redevelopment and rising housing costs.

FUNDING AMOUNTS AND PRIORITY

The DHCD will fund up to **\$500,000** for HOME CHDO set-aside projects and will be limited to eligible qualified CHDO's only. The amount of funding that is released to successful applicants will be based upon the merit of the applications that are received, and the need for the projects that are being proposed.

Funding priority will be given to eligible CHDO's who have a project that is financially feasible and maximizes the use of HOME funds and/or leverages other private/public funds. The proposal must clearly define the scope, location, need, budget and goals of the organization and also demonstrate the capacity and capability of the CHDO to carry out the project successfully. The County is committed to funding projects that are ready to proceed immediately after funds are awarded, and those prepared to spend the funds within a twelve-month period (any funds that are not spent within this timeframe may be recaptured by the County.)

Activities funded under the set-aside program must meet the HOME regulatory requirements. The CHDO must serve in the role as a sponsor, developer or owner of the project as defined in 24 CFR part 92 and updates to the HOME Investment Partnerships (HOME) Program regulations. The following activities are ineligible set-aside activities thereby the CHDO cannot apply for CHDO funds for Tenant-Based Rental Assistance (TBRA), homeowner rehabilitation, brokering or other real estate transaction.

DHCD will review qualified proposals for consistency with the Consolidated Plan and/or current Action Plan, goals and priorities of the department, maximizing the level of private or other financing, eligible beneficiaries, activities and geographical target areas. Consideration will be given to such matters as Responders integrity,

expertise, compliance with public policy, experience/record of past performance, and financial and technical resources. Fulton County provides services and program funding to following eleven cities Alpharetta, Chattahoochee Hills, College Park, East Point, Fairburn, Hapeville, Johns Creek, Milton, Mountain Park, Palmetto and Union County and unincorporated Fulton County.

DHCD may invest HOME funds as equity investments, interest-bearing loans, non-interest-bearing loans, interest subsidies, deferred payment loans, or grants. DHCD reserves the right to establish the terms of assistance based on the needs of the individual project. The minimum amount of HOME funds that must be invested in a project is \$1,000 times the number of HOME-assisted units in the project.

ADMINISTRATIVE REQUIREMENTS

Respondents are strongly advised to familiarize themselves with the regulations of HOME Investment Partnerships Program Final Rule (24 CFR Part 92) and updates (2013) prior to this RFP submittal. These rules details project eligibility requirements, beneficiary populations, CHDO requirements, and specific rules for the implementation of HOME funded programs. Additionally, before DHCD will review the qualification proposal the following must be adhered:

1. Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Secretary of State (If Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.)
2. Provide evidence that your Organization is qualified to receive federal awards. Your organization should registered in System for Award Management (SAM) and ensure that Attachment 1.4 Certification regarding debarment is completed.
3. Disclose other Fulton County Department partnerships so DHCD may verify good standing within the County Government

APPROVED ACTIVITIES

HOME funds for CHDO's as funding and regulatory restrictions permit will be based on incentives to develop and support the following types of activities:

- New Construction, Acquisition and Rehabilitation of Single Family Housing Development
- Direct financial assistance (i.e. housing counseling/down payment and closing costs) to purchasers of HOME-assisted homebuyer housing owned, sponsored or developed with HOME funds
- New Construction and/or Acquisition/Rehabilitation/rental of Multi-Family properties with suitable amenities including site improvements, conversion, demolition, and other expenses, including financing costs, relocation expenses of any displaced persons
- Acquisition/rehabilitation of Single Family properties for Rental opportunities

*** This RFP does not include funding for CHDO Operating Expenses, Capacity Building Costs, nor Technical Assistance and Site Control Loans.**

TYPES OF PROPERTIES

The properties may be scattered site Single-Family Homes, existing properties or new construction units. Single-family homes must be rented or sold to income-eligible renters or homebuyers who qualify under the program guidelines. All projects must include private financing. Long-term rental is required for Respondents opting to participate in the rental program. Eligible respondents must be able to demonstrate experience in lease to purchase conversion, single-family acquisition, property valuation, asset management, rehabilitation management, marketing and sales, and management of scattered site single-family rental units (as applicable). The units should include options, designs, and/or plans adaptable to serving the disabled population.

Multi-family properties assisted with HOME funds must be operated by the CHDO as long-term permanent affordable housing and will be subject to on-going compliance provisions throughout the period of affordability. Respondents must be able to demonstrate prior experience in ownership, redevelopment, and all phases of management of multi-family properties similar in scope to the size of the project being proposed.

The initial purchase price or after-rehabilitation value of homeownership units assisted with HOME funds must not exceed 95 percent of the area median purchase price for single-family housing. This is also referred to as the HOME Maximum Purchase Price. Please refer to the latest release from HUD located at the following link for maximum values. <https://www.hudexchange.info/resource/2312/home-maximum-purchase-price-after-rehab-value/>

BENEFICIARY/TARGET POPULATION

All affordable housing development projects funded must serve extremely low, very-low- and low-income persons of Fulton County's jurisdictional areas. Projects funded must be targeted as 0% to 80% of median family income (adjusted for family size) for the Atlanta Metropolitan Statistical Area. The County reserves the right to determine the AMI benefit on a project-by-project basis.

AFFORDABILITY REQUIREMENTS

"Affordable rental housing" means housing for the low- and very-low-income population with gross rents (rent plus utilities) that do not exceed 30% of household income and standards that meets all Federal, State, County and City codes and HUD Uniform Physical Condition Standards (UPCS). More specific affordability standards may apply to rental and ownership housing developed on a project-by-project basis.

PROJECT COMPLIANCE

All activities to be developed using HOME funds must comply with all Federal/HUD mandates, Board of Commissioners directives, both the County's Consolidated Plan and internal policies and are subject to prior approval. HOME funded projects are subject to on-going compliance provisions throughout the period of affordability as

prescribed by the County. Each Application also must include historical evidence of the Respondents commitment and capability to develop affordable housing projects.

CHDO QUALIFICATIONS

A CHDO is a certified private, nonprofit, community-based service organization that has staff with the capacity to develop affordable and decent housing for low-income people meeting the HUD regulations at 24 CFR 92 Section 92.2. Organizations are certified during the application process. There will no longer be an annual streamlined recertification every year.

Eligible applicants include community-based nonprofit 501 {c} (3), 501{c} (4) or section 905 {subordinate organization of a 501 {c} organization} organizations with the provision of decent housing that is affordable to low income persons among the purposes of the organization. In addition, these organizations must meet and satisfactory demonstrate the prescribed requirements in this guidelines in accordance with the HOME Final Rule Subpart A, 24 CFR 92.2

In assessing an organization's qualifications to be designated as a CHDO, the County must ensure that the organization meets the definition of a "community housing development organization" and take into account of their commitment and ability to develop affordable housing projects.

In order to qualify as a CHDO, the organization must have affordable housing development stated as its primary mission in its corporate documents, and meet the requirements of this RFP and the requirements of the HUD HOME Final Rule (24 CFR Part 92) and updates to the HOME Investment Partnerships (HOME) Program regulations.

Please see the table below for the allowable uses of funds for each CHDO Role, per the HOME Regulations:

Eligible Activity	ELIGIBLE CHDO ROLES		
	CHDO Developer	CHDO Sponsor	CHDO Owner
Acquisition and / or Rehabilitation of Homebuyer Properties	X	Not applicable	Not applicable
New Construction of Homebuyer Properties	X	Not applicable	Not applicable
Acquisition and / or Rehabilitation of Rental Units	X	X	X
New Construction of Rental Units	X	X	X

- **CHDO Developer:**

For Rental Projects, the CHDO must own the project throughout the affordability period. For Homebuyer Projects, the CHDO owns, arranges financing, rehabilitates or constructs, and sells the property to a qualified homebuyer.

- **CHDO Sponsor:**

CHDO can be a sponsor by either:

- (1) Developing rental housing and selling it to a non-profit or another CHDO after completion, which is conveyed at pre-determined time to pre-identified non-profit/CHDO;
- (2) Rental Housing is owned and developed by:
 - a. a for-profit or nonprofit subsidiary that is wholly owned by the CHDO,
 - b. Limited Partnership (CHDO or wholly owned subsidiary must be sole general partner), or
 - c. Limited Liability Company (CHDO or wholly owned subsidiary must be sole managing member).

- **CHDO Owner:**

For Rental Projects Only- CHDO can own HOME Eligible rental housing that it did not develop. CHDO is the owner in fee simple during the development and period of affordability. CHDO is able to contract with developer to perform rehabilitation or construction.

DHCD DESIGNATION OF AN ORGANIZATION IS NOT A CONTRACTUAL COMMITMENT ON BEHALF OF THE COUNTY FOR ANY FUTURE WORK ON ANY AFFORDABLE HOUSING DEVELOPMENT PROJECT OR FOR ANY FUNDING OPPORTUNITY.

CHDO STATUS

Eligible applicants include a certified private, nonprofit, community-based nonprofit Internal Revenue Code of 1986 (IRC) at 501{c} (3), 501{c} (4) or under IRC section 905{subordinate organization of a 501 {c} organization} organizations organized under Georgia law or (2) a wholly-owned entity that is regarded as an entity separate from its owner for tax purposes and provide evidence of tax exempt status. The organization must also have the provision of decent housing that is affordable to low income persons among its purposes. The CHDO's definition has been expanded to include the following: not controlled by, or significantly influenced by, a for-profit entity, if a for-profit entity creates or sponsors a potential CHDO, while the officers and employees of the for-profit entity can serve as Board members of a CHDO (subject to the one-third appointment limitation), they cannot serve as officers or employees of the CHDO and that a governmental entity may create a CHDO, and while officers and employees of the governmental entity can serve as Board members to the CHDO (subject to the one-third appointment limitation), they cannot serve as officers or employees of the CHDO. In addition, these organizations must meet and satisfactorily demonstrate the prescribed

requirements in this guidelines in accordance with the HOME Final Rule Subpart A, 24 CFR 92.2 and 2013 HOME Final Rule update.

CAPACITY

The CHDO shall have the capacity to carry out the purposes as prescribed. CHDO's must have paid employees with housing experience appropriate to the role the nonprofit expects to play in projects (i.e., developer, sponsor, or owner), key staff must be experienced and that experience clearly demonstrates the completion of similar projects. HUD defines CHDO staff as paid employees who are responsible for the day-to-day operations. The Respondent must provide evidence of full time staff with pay stubs or tax statements, alternative staffing plan formalized through a written arrangement outline of the work to be undertaken and service period along with resumes and statements reflecting current job titles and responsibilities for the role the nonprofit expects to play in projects. The requirement for development capacity can no longer be demonstrated using consultants with development experience, except during the first year of operation as a CHDO, if the consultant trains the CHDO staff. In addition, the capacity requirement cannot be met by volunteers or staff that are donated by another organization. Consultants or volunteers can continue to fill occasional skill gaps or undertake activities that are required only on a periodic basis (e.g., project underwriting), but cannot be the basis of a determination that a nonprofit has the capacity to be designated as a CHDO.

INDEPENDENT POWERS

The governing board of a CHDO must be empowered to plan independently and implement a program for the development of affordable housing and to contract for goods and services from vendors of its own choosing.

FINANCIAL ACCOUNTABILITY

The Applicant Organization must have standards of financial accountability that conform to Title 2: Grants and Agreements, PART 200—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS. This standard synthesizes and supersedes guidance from earlier OMB circulars. The section must include a description of sources of financial support; and accounting system.

LENGTH OF EXISTENCE

The Applicant Organization must have at least one year of experience prior to the submission date.

APPLICATION REVIEW PROCESS

All Applications received will be reviewed by staff for completeness and conformity with the RFP requirements. Applications which are incomplete or nonconforming may be deemed nonresponsive. The staff will notify Applicant Organizations in writing whether it approves or rejects an Application for such designation.

PRIORITY

Priority will be given to agencies who demonstrate the following:

- Geographical Targeting
 - Housing units must be located within Fulton County and in areas that make a substantial impact on neighborhoods such as acquiring, rehabbing and renting in multiple units within close proximity to each other and/or adjacent to other grant funded projects such as parks, sidewalks and street improvements.
- Energy Efficiency
 - Extra priority will be given to projects that can clearly show energy efficiency design such as the use of energy star appliances, materials and products, sustainable construction materials, reduced water usage, solar panels, storm water management and creation of green space.
- Innovative Partnerships
 - Agencies able to demonstrate innovative partnerships with organizations that can contribute resources or provide additional funding for this project from supplementary sources.

EVALUATION CRITERIA

A Fulton County review committee will evaluate each proposal based on the criteria below :

Readiness to proceed	20%
Financial capacity/responsibility	15%
Evidence of Need in Geographically Targeted Areas	15%
Prior Experience/Past Performance Record	15%
Use of Innovative Energy Efficiency	10%
Use of Partnerships, Cost Proposal, Leverage and Match Contribution	10%
Minority/Women Business Enterprise/ Section 3 Concerns	10%
Number of Beneficiaries	5%
Total Maximum Points: 100%	

Ten (10) bonus points will be awarded to projects that demonstrate the capacity to serve Veterans, Homeless/those at risk of Homelessness, Seniors/Elderly, and Persons with AIDS/AIDS related diseases and/or those persons with disabilities.

APPEAL PROCESS

Organizations whose applications are rejected may submit a Letter of Appeal. Letters of Appeal must be submitted and arrive not later than five (5) working days after receipt of notice of rejection. Letters of Appeal must be specific as to the grounds for appeal. The County has the right to refuse to consider any appeals not submitted in writing, not specific in nature, or which arrive after the five (5) day deadline.

Letters of Appeal shall be addressed as follows:

Director
Fulton County Department Housing and Community Development
137 Peachtree Street SW, Suite 400
Atlanta GA 30303

The envelope of the Letter of Appeal should be clearly marked:

RFP: DHCDCHDMAR2017-1

RESPONSE AND FINAL DECISION

The Director of the Department of Housing and Community Development will respond to all Letters of Appeal. The decision of the Director is final and not appealable in any forum.

SUBMISSION PROCESS

Submittals/ One original and 3 copies of the Application are due to Fulton County no later than 3:00 p.m. on Friday April 21, 2017. All submitted proposals will be time and date stamped. If a proposal is sent by U.S. Mail, the proposer shall be responsible for its timely delivery.

ANY PROPOSALS RECEIVED AFTER THIS APPOINTED SCHEDULE WILL BE CONSIDERED LATE AND WILL BE RETURNED, UNOPENED, TO THE PROPOSER AT THE EXPENSE OF THE PROPOSER.

The proposal due date can be changed only by addendum. All proposers are responsible to check their email and the Fulton County website for updates: <http://www.fultoncountyga.gov/fchhs-divisions-and-programs/housing-and-community-development>. **FAXED PROPOSALS WILL NOT BE ACCEPTED.** Hand delivery of a complete package is the preferred method for submission of the proposal.

Applications may be delivered or mailed to

Department of Housing and Community Development
Attn: CD Manager, HOME Program
137 Peachtree Street SW, Suite 300
Atlanta GA 30303

CERTIFIED MAIL IS RECOMMENDED FOR THOSE WHO CHOOSE TO MAIL APPLICATIONS.

APPLICATION ACCURACY

Prior to submitting an Application, the DHCD recommends that Respondents review their application to ensure that it contains all the elements required for a complete submittal. Each Respondent must follow the RFP checklist included in the application package. In addition, Respondents are responsible for

reviewing all portions of this RFP. Respondents are to notify immediately in writing, if the respondent discovers any ambiguity, discrepancy, omission, or other error in the RFP. Modifications and clarifications will be made by addenda. DHCD may modify the RFP, prior to the response due date, by issuing written addenda. Addenda will be sent via email and placed on the County's website. DHCD will make reasonable efforts to notify Respondents in a timely manner of modifications to the RFP. Notwithstanding this provision, the Respondent shall be responsible for ensuring that its proposal reflects any and all addenda issued prior to the proposal due date regardless of when the proposal is submitted.

SUBMISSION REQUIREMENTS

- Number all pages of the proposal and label subject(s) by tabs
- All attachments must be labeled and all signatures and certifications must be included;
- Submit (1) one original and (3) three copies of the proposal in a sealed envelope that is clearly marked with the RFP identification number
(RFP: HCDCHDMAR2017-1);
- Submit Letters of Commitment describing the terms, amount, and/or type of support;
- Submit two (2) years of audited financials including any responses to the results

TERMS AND CONDITIONS

- All costs associated with the proposal preparation are the responsibility of the Respondents
- All responses to this RFP will become the property of Fulton County and shall be subject to any applicable open records statutes.
- Submission of this proposal does not guarantee funding or obligate the County to select, procure or contract for any services whatsoever.
- The County reserves the right to accept or reject any and/or all proposals, to waive irregularities and technicalities, and to request resubmission. Any sole response that is received may or may not be rejected by the County depending on available competition and timely needs of the County. There is no obligation on the part of the County to award the contract to the lowest Proposer and the County reserves the right to award the contract to the responsible Proposers submitting responsive proposals with resulting agreements most advantageous and in the best interest of the County. The County shall be the sole judge of the proposals and the resulting agreements that are in its best interest and its decision shall be final. In addition, the County reserves the right to make such investigation as it deems necessary to determine the ability of any Proposer to perform the work or service requested. The Proposer shall provide information the County deems necessary to make this determination.
- To the extent deemed appropriate by the County, the County reserves the right to eliminate any Respondent who submits incomplete or inadequate responses or is not responsive to the requirements of this RFP.
- The County may request Respondent to send representatives to the County for

interviews and presentations.

- The County reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFP.
- The County reserves the right to conduct investigations of the Proposers and their responses to this RFP and to request additional evidence to support the information included in any such response.

COMMUNICATIONS

All questions regarding this RFP are to be submitted, in writing via e-mail to Lolita.Collins@fultoncountyga.gov. All questions, comments and requests for clarification must reference the RFP number on all correspondence to Fulton County. Any oral communications shall be considered unofficial and non-binding. It is the policy of Fulton County that the evaluation is free from both actual and perceived impropriety, and that contacts between potential vendors and County officials, elected officials and staff regarding pending awards of County contracts shall be prohibited.

Only written responses to written communication shall be considered official and binding upon the County. The County reserves the right, at its sole discretion, to determine appropriate and adequate responses to the written comments, questions, and requests for clarification. Answers and any other program updates will be posted on the County's website <http://www.fultoncountyga.gov/fchhs-divisions-and-programs/housing-and-community-development> under HOME Housing Development/CHDO FAQ 032017. **Applicants are solely responsible for frequently checking the website for updates.**

OTHER HOME RESOURCES: HOME PROGRAM, HOME REQUIREMENTS, OR CHDO REQUIREMENTS MAY BE RESEARCHED AT THE FOLLOWING SITES

- **HOME Federal Regulations/HOME Investment Partnerships Program Final Rule 24 CFR Part 92** September 16, 1996 (updated through December 22, 2004): <http://hud.gov/offices/cpd/affordablehousing/lawsandregs/regs/finalrule.pdf>
- **HUD HOME Website:** <https://www.hudexchange.info/home/>
- **HUD HOME 2013 HOME Final Rule Changes:** <https://www.hudexchange.info/home/home-final-rule>
- **Final Rule in the Federal Register (Changes Only)** - On July 24, 2013 HUD announced that amendments to the HOME Investment Partnerships (HOME) Program regulations had been updated. These amendments to the HOME regulations represent the most significant changes to the HOME Program in 17 years.
- **HOME Final Rule: CHDO Roles webinar:** <https://www.hudexchange.info/resource/3171/home-final-rule-chdo-roles-webcast/>

CHDO CERTIFICATION CRITERIA CHECKLIST

The following documents must be attached to the CHDO Certification Checklist. Failure to do so makes the application incomplete and ineligible. Please indicate by "X" which attachments are being submitted with your application. ***Required Attachments -- one original only***

☐ **CHDO APPLICATION (INCLUDE ALL REQUESTED ATTACHMENTS AS DEEMED NECESSARY)**

- ☐ Articles of Incorporation
- ☐ Attach Certificate of Authority to Transact Business
- ☐ Attach Certificate of Existence
- ☐ Attach the Certificate of Incumbency- also known as an Incumbency Certificate, a Certificate of Officers, an Officer Certificate, a Register of Directors, and as a Secretary Certificate.
- ☐ Organization Charter/ List Of Board Members
- ☐ Bylaws Or Resolution Of Purpose (As Applicable)
- ☐ Letters of Commitment describing the terms, amount, and/or type of support;
- ☐ Two Years of Audited Financial Statements
- ☐ A certification from a Certified Public Accountant or A notarized statement by the president or chief financial officer that the organization conforms to the financial accountability standards of Attachment F of OMB Circular A-110, "Standards for Financial Management Systems
- ☐ Statement that documents at least one year of experience in serving the Community or a statement that documents that its parent organization has at least one year of experience in serving the community
- ☐ Attach Resumes & Statements Of Qualification for Key Staff Members
- ☐ Contract(s) with consulting firms or individuals who have housing experience similar to projects to be assisted with HOME funds
- ☐ List Of Projects Owned/Operated Which Include the Type of Project, Project Name, Project Status, Location, Completion Date
- ☐ Attach a Copy of The IRS Letter Of Tax Exempt Status

- ☐ Attach the Operating Budget, Balance Sheet, Profit & Loss Statement and Cash Flow Statement

ATTACHMENTS

- ☐ ATTACHMENT 1- DOCUMENTATION OF NON-PROFIT STATUS IN ARTICLES OF INCORPORATION AND IRS CORRESPONDENCE
- ☐ ATTACHMENT 2- CHDO BOARD REQUIREMENTS
- ☐ ATTACHMENT 3- BOARD MEMBER CERTIFICATION
- ☐ ATTACHMENT 4- PROPOSAL CERTIFICATION AND ACKNOWLEDGEMENT
- ☐ ATTACHMENT 5- KEY STAFF CORE COMPETENCIES
- ☐ ATTACHMENT 6- HISTORY OF SERVING THE COMMUNITY
- ☐ ATTACHMENT 7- CHDO BOARD COMPLIANCE CERTIFICATION
- ☐ ATTACHMENT 8- AUDIT FINDINGS
- ☐ ATTACHMENT 9- NON-COLLUSION AFFIDAVIT OF BIDDER/ORGANIZATION
- ☐ ATTACHMENT 10- DISCLOSURE FORM AND QUESTIONNAIRE
- ☐ ATTACHMENT 11- CERTIFICATION REGARDING CONFLICT OF INTEREST
- ☐ ATTACHMENT 12- ORGANIZATION DECLARATION TO PARTICIPATE IN THE HUD HOME PROGRAM
- ☐ ATTACHMENT 13- DEVELOPMENT TIMELINE
- ☐ ATTACHMENT 14- OPERATING PRO FORMA- REVENUE & EXPENSE
- ☐ ATTACHMENT 15- AFFORDABLE HOUSING PLAN
- ☐ ATTACHMENT 16- MARKET STUDY GUIDELINES

CHDO APPLICATION

Funding Request

Project Type:	Amount of Funding Requested:	Total Project Cost:
Project Name and Location:	Matching Funds:	Projected # of Persons to be Served:

Organization Information

Organization Legal Name:	Website:	
Main Administrative Address:	Mailing Address:	
Contact Person:	E-mail Address	
Telephone Number:	Fax Number:	
Name of Chief Elected Official, Executive Director or President	E-mail Address	
Federal Tax ID #	DUNS #	Type of Organization:
Federal Tax ID #	DUNS #	Type of Organization:
Federal Tax ID #	DUNS #	Type of Organization:

Is this firm a qualified Minority-owned Business Enterprise (MBE)? ☐ Yes ☐ No


Is this firm a qualified Woman-owned Business Enterprise (WBE)? ☐ Yes ☐ No

Attach supporting documentation for each.

Requirements will be based on Legal Status, Organizational Structure, and Financial Management
-Any information in this application may be subject to public disclosure.

YES	NO	LEGAL STATUS (Complete all points, check and attach documentation)
		The nonprofit organization is organized under Georgia or local laws and is maintaining its status, as evidenced by: <i>Attach Certificate of Incorporation by the Secretary of State</i>
		The nonprofit is legally authorized to operate in the State of Georgia. <i>Attach Certificate of Authority to Transact Business by the Secretary of State;</i> <i>Attach Certificate of Existence issued by the Secretary of State.</i>

Fulton CountyCommunity Housing Development Organization (CHDO) Request for Proposals (RFP)

		Identity of the signing officers of a corporation and confirm the names of directors and shareholders. Attach the Certificate of Incumbency- also known as an Incumbency Certificate, a Certificate of Officers, an Officer Certificate, a Register of Directors, and as a Secretary Certificate.
YES	NO	ORGANIZATIONAL STRUCTURE: The organization must specifically adhere to the following criteria
		Does the organization include provisions for providing affordable housing to low and moderate-income persons and this commitment is evidenced in the Organization's Charter, Articles of Incorporation, By-laws or resolution of the Organization's Board of Directors.
		Is the development of low and moderate income housing listed among the purposes of the organization in its Articles of Incorporation?
		Will part of the earnings benefit any member, founders, contributors or individuals?
		Is there a clear defined geographic service area the organization will serve? (Attach geographic area maps, as needed)
		Does the organization have a tax exemption ruling from the Internal Revenue Services (IRS) under Section 501(a), (c) 3, 4 of the IRS Code? (Attach a copy of the IRS letter) Or
		Is the organization classified as a subordinate of a central organization non-profit under section 905 of the Internal Revenue Code of 1986? (Attach evidence of classification)
		Is the organization a wholly owned entity that is disregarded as an entity separate from its owner for tax purposes? (e.g., a single member limited liability company that is wholly owned by an organization that qualifies as tax-exempt), the owner organization has a tax exemption ruling from the Internal Revenue Service under section 501 (c) (3) or (4) of the Internal Revenue Code of 1986 and meets the definition of "community housing development organization (Attach evidence)
		Does the organization have a low income input formal process related to the organizational decision making regarding the design, location of sites, development, and management of all HOME-assisted affordable housing projects? Include any other systems in place or adopted processes approved by the governing body.
		STANDARDS FOR FINANCIAL MANAGEMENT: Applicant conforms to the financial accountability standards of Attachment F of OMB Circular A-110, "Standards for Financial Management Systems and verifies that the following statements are true: (Check all that apply)
		Signor is the President and/or Chief Financial Officer of the organization that is applying for certification as a CHDO/Developer/ Non-profit and is authorized to make this affidavit on behalf of the organization. In addition, that the organization's financial strength and solvency is strong and that the organization has access to funds to support housing development activities.
		The organization's financial management systems conform to the financial standards set forth in 24 CFR 84.21; by providing for and incorporating the following (Attach a copy of the standards for financial management systems)
		Organization provided accurate, current and complete disclosure of the financial results of each federally-sponsored project or program
		Records identify adequately the source and application of funds for federally sponsored activities. These records shall contain information pertaining to Federal

Fulton CountyCommunity Housing Development Organization (CHDO) Request for Proposals (RFP)

	awards, authorizations, obligations, unobligated balances, assets, outlays, income and interest
	The organization provides effective control and accountability for all funds, property and other assets; adequate safeguards of all such assets shall be adopted to assure that all assets are used solely for authorized purposes
	The organization provides written procedures to minimize the time elapsing between the receipt of funds and the issuance or redemption of checks for program purposes by the organization
	The organization provides written procedures for determining the reasonableness, allocability, and allowability of costs in accordance with the provisions, federal cost principles (Circular A-122) and the terms and conditions of an award
	Accounting records, including cost accounting records, are supported by source documents
	Does the organization have a conflict of interest policy governing the employees and development activities, particularly in procurement of contract services and the award of housing units for occupancy?
	Does the organization have liquid assets available to cover current expenses, predevelopment expenses and equity investments required for any development?
	<i>Certification from a Certified Public Accountant (optional)</i>

Summary of Activities and Affiliations

1. Briefly describe the current programmatic activities of the Nonprofit:

2. Briefly describe any planned changes to the programmatic activities of the Nonprofit:

3. Is the Nonprofit affiliated with any other nonprofit organization through a subsidiary relationship, shared staff, common directors, or other form of affiliation?

Yes

No

If yes, identify the nonprofit involved and describe the form and purpose of the affiliation:

4. Number of Nonprofit's full-time paid staff members:

5. Number of full-time paid staff members of affiliated nonprofit

Fulton CountyCommunity Housing Development Organization (CHDO) Request for Proposals (RFP)

organization:	
6. Number of volunteer staff of the Nonprofit:	
7. Number of volunteer staff of affiliated nonprofit organization	
8. Disclose any funding received by the Nonprofit from any individual or other entity directly or indirectly related to the proposed Owner of the development (if none, state "None"):	
9. Describe the formal process adopted by the governing board of the Nonprofit to solicit input from low income persons prior to making decisions regarding the design, location, development, and management of affordable housing developments: <i>(Attach as needed)</i>	
10. Disclose any business or personal relationships that exist, directly or indirectly, between any of the staff, directors or other principals involved in the formation or operation of the Nonprofit, and any persons or entities proposed to be involved in the development on a for-profit or fee basis: <i>(Attach as needed)</i>	

Relationships with For-Profit Entities		
1. Has any For-Profit organization or individual appointed any director to the governing board of the Nonprofit?	Yes	N o
If yes, describe in detail the individuals or entities involved and the reasons for this relationship:		
2. Does any For-Profit organization or individual have a continuing right to appoint a director?	Yes	N o
If yes, describe in detail the individuals or entities involved and the reasons for this relationship:		

3. Does any For-Profit organization or individual have any other affiliation, required or exclusive contractual arrangement, or other significant involvement with the Nonprofit	Yes	N
		o

If yes, describe in detail the individuals or entities involved and the specifics of the relationship:

CAPACITY

The CHDO must demonstrate capacity and experience in carrying out HOME-assisted activities they are planning. The CHDO should have at least one year of experience prior to the submission date of the qualification application. The CHDO must have the following: Key staff must be experienced and that experience clearly demonstrates the completion of similar projects that have been proposed. The qualifications and experience of consultants is no longer relevant unless the CHDO is in its first year of operation and it is using a consultant to train its staff.

The following must be attached:

- ☐ Resumes & statements of qualification that describe the experience of full time key staff members
- ☐ Contract(s) with consulting firms or individuals who have housing experience similar to projects to be assisted with HOME funds
- ☐ Statement that documents at least one year of experience in serving the Community or a statement that documents that its parent organization has at least one year of experience in serving the community

***The CHDO or its parent organization must be able to show one year of serving the community from the date the participating jurisdiction provides HOME funds to the organization. In the statement, the organization must describe its history (or its parent organization's history) of serving the community by describing activities which it provided (or its parent organization provided), such as developing new housing, rehabilitating existing stock, and managing housing stock, or delivering non-housing services that have had lasting benefits for the community, such as counseling, food relief, or childcare facilities. The statement must be signed by the president of the organization or by a HUD-approved representative*

CERTIFICATION OF ACKNOWLEDGEMENT AND INFORMATION

- 1) Certifying Official Validation: To the best of my knowledge and belief, data, statements, certifications and information in this application and any of the attachments are true and correct. The governing body of this application has duly authorized this application. By signing this document the Applicant agrees to indemnify and hold harmless the County, it's Board Members, Officers, Employees and Agents, from and against, all claims, suits, damages, costs and expenses arising out of the review of and decisions with regard to the Application.
- 2) This is to certify that on this day, Respondent acknowledges that he/she has read this notice of funding document, including any addenda(s) and attachment(s) in its entirety, and agrees that no pages or parts of the document have been omitted, that he/she understands, accepts and agrees to fully comply with the requirements therein, and that the undersigned is authorized by the proposer to submit the proposal herein and to legally obligate the proposer thereto.

BY RESPONDING TO THIS RFP, PROPOSERS ACKNOWLEDGE AND CONSENT TO THE RIGHTS AND CONDITIONS SET FORTH IN THIS RFP

Name:

Title:

Address:

Email Address

Telephone #

Mail (1) signed original and three copies of the completed applications in a sealed package to:

Fulton County Department of Housing and Community
Development- HOME Program
Attn: CD HOME Manager
137 Peachtree Street SW, Suite 300
Atlanta, GA 30303
(404) 613-7944

{ CORPORATE SEAL }

FOR HCD USE ONLY

Date Received:

Received By: _____

Title: _____

Based on the submittal, application is

Complete ☐

Incomplete ☐

Application #

ATTACHMENT 1- DOCUMENTATION OF NON-PROFIT STATUS IN ARTICLES OF INCORPORATION AND IRS CORRESPONDENCE

Eligible applicants must include community-based nonprofit Internal Revenue Code of 1986 (IRC) at 501{c} (3), 501{c} (4) or under IRC section 905{subordinate organization of a 501 {c} organization} organizations organized under Georgia law or (2) a wholly-owned entity that is regarded as an entity separate from its owner for tax purposes and provide evidence of tax exempt status. In addition, these organizations must meet and satisfactory demonstrate the prescribed requirements in this guidelines in accordance with the 2013 HOME Final Rule (24 CFR Part 92).

The Organization must attach the following:

- Narrative describing their objectives in providing affordable housing development activities (Include project name and type (special needs, senior, large family, etc.), project address, developer team members, unit count and bedroom type, affordability requirements, and funding sources in your description).
- For key staff only, statement of qualifications and experience, or resume(s).
- An organizational chart showing lines of responsibility, as well as a list of team members and their duties as part of the team
- Include a description of current relationships with major lending institutions.
- A description of partnership(s) formed to provide supportive services if proposing a project for special needs populations or seniors.
- References-Include a list of at least three references from public organization partners and professional lenders and investors with full names, contact information, and identification of the project(s).
- Corporate evidence -bylaws, articles of incorporation, board resolution and/or charter that reflect this objective,
- Indicate which applies:
 - The nonprofit organization is organized under Georgia or local laws and is maintaining its status, as evidenced by: Certificate of Incorporation issued by the Secretary of State and IRS correspondence
 - The nonprofit is legally authorized to operate in the State of Georgia: Certificate of Authority to Transact Business by the Secretary of State;
 - The nonprofit is legally authorized to operate in the State of Georgia: Certificate of Existence issued by the Secretary of State.
 - Identity of the signing officers of a corporation and confirm the names of directors and shareholders: Certificate of Incumbency- also known as an Incumbency Certificate, a Certificate of Officers, an Officer Certificate, a Register of Directors, and as a Secretary Certificate.

ATTACHMENT 2- CHDO BOARD REQUIREMENTS

- 1) A minimum of one third must be low income representatives:
 - a. An individual who certifies that they qualify as low income (family income is at or below 80% AMI).
 - b. Previous CHDO beneficiary that is a resident of a low-income neighborhood (certifies that they live in a neighborhood where 51 percent or more of the residents are low-income. Residents of low-income neighborhoods on CHDO boards do **not** have to be low-income themselves. In urban areas, "community" is not necessarily limited to a single neighborhood, but may include several neighborhoods, the city, county or metropolitan area.
- 2) A maximum of one third may be representative of the public sector or employees of the PJ or State Recipient. Members of the board appointed by public officials cannot select other members of the board.
 - a. Elected officials of the PJ recipient - council members, aldermen, commissioners, state legislators, members of a school board, etc.
 - b. Appointed public officials of the PJ recipient -members of a planning or zoning commission, or of any other regulatory and/or advisory boards or commissions that are appointed by a PJ official
 - c. Public employees of the PJ/State recipient - all employees of public agencies (including the schools) or departments of the PJ's government (e.g., a clerk in the water and sewer department, a public facility janitor or a secretary in the tax assessment office);
- 3) At least 51% of the Board are Georgia residents;
- 4) Be represented by nonprofits service area;
- 5) If a CHDO is sponsored by a for-profit entity, the for-profit may not appoint more than one-third of the board. The board members appointed by the for-profit may not appoint the remaining two-thirds of the board members.
- 6) Local governments who charter CHDOs may not appoint more than one-third of the board, and the board members appointed by the state or local government may not appoint the remaining two-thirds of the board members.
- 7) The balance is unrestricted, and may include people such as human and social service providers, lenders, individuals with access to philanthropic resources, or others willing to contribute their professional expertise.
- 8) CHDOs must have financial accountability standards that conform to 24 CFR 84.21, "Standards for Financial Management Systems. Complete Attachment 1

NOTE: *Public officials and/or appointees who themselves are either low-income community residents or residents of a low-income neighborhood count against the one-third maximum limit of public sector representatives. However, they do not count toward the one-third minimum requirement of community representatives.*

SPONSORED CHDOS:

Nonprofits that have been sponsored by other nonprofits, charities, religious organizations, local or state government, public agencies or for-profit corporations may qualify as CHDOs, but certain additional requirements and board limitations can apply.

- 1) Nonprofit and charity sponsors:
 - There are no limits on the proportion of the board that may be appointed by nonprofit or charity sponsors, as long as the minimum one-third community

representation is met and the maximum one-third public representation is not exceeded.

- A one-year minimum history of service to the community by the **sponsoring nonprofit or charity** may help a new nonprofit to qualify as a CHDO.

2) Religious organization sponsors:

- Religious organization cannot qualify as a CHDO but they may sponsor the creation of wholly secular nonprofits (section 92.257 HOME final rule).
- There are no limits on the proportion of the board that may be appointed.
- Can't control the non-profit
- Must be used exclusively for secular purposes (may not engage in inherently religious activities) and ensure that housing owed, developed or sponsored will be made available to all persons regardless of religious affiliation or belief. If the organization conducts such activities, they must be offered separately and participation must be voluntary for the beneficiaries of the assistance provided.

3) Local/state government and public agency sponsors:

- A local or state government and/or a public agency cannot qualify as a CHDO, but may sponsor the creation of CHDOs.
- Government officials and appointees of the government cannot exceed one-third of the members of the board.
- All other CHDO rules and requirements also apply.

4) For-profit corporate sponsors:

- A CHDO cannot be controlled by, nor be under the direction of, for-profit entities or individuals seeking profit from the organization.
- CHDOs may be sponsored or organized by a for-profit if:
 - The primary purpose of the for-profit sponsor is not the development or management of housing (that is, a builder, developer or real estate management firm may not spin off a CHDO);
- The for-profit appoints no more than one-third of the CHDO's governing board and the board members appointed by the for-profit do not appoint the remaining members of the board; and
- The CHDO is free to contract for goods and services from any vendors it selects.

ATTACHMENT 3- BOARD MEMBER CERTIFICATION

Each Board member must sign this attachment. The CHDO is required to maintain written documentation in its files to support its certification and its classification of each board member.

Part A: Public Official Representation

For the purposes of 24 CFR Part 92, a “public official” is defined as any person serving in any of the following capacities (check all that are applicable):

- ☐ An elected official such as but not limited to a city council member, county supervisor, state legislator, or school board representative
- ☐ An appointed public official such as members of a planning or zoning commission or of any other regulatory and/or advisory commissions appointed by a public official
- ☐ A public employee such as any employee of the city, county, or state of California
- ☐ A person appointed by a public official to serve on the CHDO board.

Certification:

- ☐ By signing and dating this statement, I hereby certify that I **do** serve in one of the “public official” capacities previously stated (you must check at least one line above).

Part B: Low-Income Representation

A Community Housing Development Organization (CHDO) must be accountable to the low-income residents of its service area by maintaining at least one-third of its governing body members as low-income community representatives. If the organization has a multi-county service area, the low-income community representatives must represent at least one-third of the counties in the CHDO’s service area. Public representatives cannot be qualified as low-income representatives, even if they meet the qualifying criteria. Public representatives include individuals elected, appointed, or employed by the State or local government or an instrumentality of the State or local government (e.g., public housing authority).

For the purposes of 24 CFR Part 92, a person who does not serve as a “public official” in any elected or appointed capacity and who meets any of the following characteristics is recognized as representing the low-income community. By signing and dating this statement, I hereby certify that (check one):

☐ **Member of Low-Income Household**

I am a low-income resident of _____, a community in the CHDO’s geographic service area. *(To qualify under this criterion, the board member must be a low-income resident of a community in the CHDO’s service area. “Low-income” is defined as having a gross annual household income at or below 80 percent of the area median, as defined by HUD.)*

This member's household of _____ persons currently has a combined total income of _____ which is less than 80% of HUD's Area

☐ **Resident of Low-Income Area**

I am a resident of a low-income neighborhood in _____, a community in the CHDO's service area. *(To qualify under this criterion, the board member must live in a low-income neighborhood where 51 percent or more of the residents are low-income. The board member does not have to be low-income.)*

This member's residence is located in census tract/block group number _____ which, in the _____ census, has at least 51% of its households with incomes less than 80% of the area median income (as published by HUD).

☐ **Elected Representative of Low-Income Group**

I am an elected representative of _____, a low-income neighborhood organization within _____, a community in the CHDO's service area. *(To qualify under this criterion, the person must be elected by a low-income neighborhood organization to serve on the CHDO Board. The organization must be composed primarily of residents of a low-income neighborhood and its primary purpose must be to serve the interest of the neighborhood residents. Such organizations might include block groups, neighborhood associations, and neighborhood watch groups. The group must be a neighborhood organization and may not be the CHDO itself. If the board member is representing a low-income neighborhood organization, please attach a copy of the signed resolution from the neighborhood organization naming the individual as it representative on the CHDO Board.)*

The Name of the group is: _____ and its members come from census tract/block group number(s) _____.

☐ **Not Low-Income Representative**

OFFICER'S WARRANTY:

By my signature below, I warrant that I am duly qualified officers of the organization, that the information provided above is true and correct, and that I have reviewed written documentation in the organization's files that support the information provided above.

Signature: _____

Date: _____

Printed Name: _____

Title: _____

[CORPORATE SEAL]

ATTACHMENT 4- PROPOSAL CERTIFICATIONS AND ACKNOWLEDGEMENT

PROPOSAL CERTIFICATIONS & ACKNOWLEDGEMENT	
	I understand and acknowledge that I am submitting an application for the Fulton County Community Housing Development Organization Set-Aside Funds.
	I agree to comply with all the provisions of the HOME Investment partnership Program regulations found at 24 CFR Part 92 and any amended regulations as HUD mandates.
	I understand and acknowledge that while the presumed source of funding for the Fulton County Community Housing Development Organization Set-Aside Funds are the HOME Investment Partnership Program funds (commonly referred to as HOME 15% set-aside funds or CHDO funds), the decision about whether or not to fund this application is solely within the discretion of Fulton County.
	I further understand and acknowledge that Fulton County reserves the right to fund this application with any year of HOME Investment Partnership Program funds available to it. In the event Fulton County determines it is desirable to fund this application with a source other than the HOME CHDO Set-Aside, I agree to submit additional documentation requested by Fulton County to comply with the requirements and regulations associated with any other funding source Fulton County intends to use, including but not limited to Neighborhood Stabilization Program (NSP), or Community Development Block Grant. I further understand that any award of other funding sources may be on different terms and conditions than anticipated within this application.
	I understand and acknowledge that in the event other sources of funding are used for this application, additional federal crosscutting regulations may apply and that the inability of a project to comply with these requirements or the failure to follow instructions from Fulton County related to other such funding may result in the denial of this application.
	I understand and agree that it is my responsibility to provide such other information as Fulton County DHCD requests as necessary to evaluate my application. I will furnish promptly according to the County's timeframes such other supporting information and documents. I understand that Fulton County DHCD may verify information provided and analyze materials submitted as well as conduct its own investigation to evaluate the application. I recognize that I have an affirmative duty to inform Fulton County when any information submitted herein is no longer true and will supply the latest and accurate information promptly.
	I acknowledge that all materials and requirements are subject to change by enactment of federal or state legislation or promulgation of regulations.
	In carrying out the development and operation of the project, I agree to comply with all applicable federal and state laws regarding unlawful discrimination and will abide by all program requirements, rules, and regulations.
	I agree that submission of this application does not invalidate or replace any existing applications for the same project. I acknowledge that the information submitted to Fulton County in this application or supplemental thereto may be subject to the Freedom of Information Act or other disclosure. I understand that Fulton County may make such information public.
	I declare under penalty of perjury that the information contained in the application,

	exhibits, attachments, and any further or supplemental documentation is true and correct to the best of my knowledge and belief. I understand that misrepresentation may result in cancellation of a CHDO. Set-Aside award and other actions which Fulton County is authorized to take including, but not limited to the receipt of negative points in future funding rounds in which I may apply. In addition, I acknowledge and understand that, if any person, with intent to defraud or cheat, designedly by false pretense, including any false statement or representation, obtains money, real or personal property, or the use of an instrument, facility, article, or other valuable thing or service, such person shall be guilty of a crime.
	I certify that I believe that the project can be completed within the development budget and the development timetable set forth (which timetable is in conformance with Fulton County rules and regulations) and can be operated in the manner proposed within the operating budget set forth.

The undersigned applicant has attached a narrative describing the steps taken to secure needed capital investments and describing issues inhibiting investor interest in the project. The narrative must also identify potential investors that have extended unacceptable offers, and why specific terms and conditions were detrimental to the project's feasibility. Fulton County reserves the right to corroborate presented facts, and may request additional information from the applicant and/or the potential investor or syndicator. Fulton County DHCD shall determine whether an applicant has met the federal good faith effort test. ANY MISREPRESENTATION BY APPLICANT SHALL DRAW MAXIMUM PENALTIES UNDER PROGRAM REGULATIONS. Note: Applications submitted without this narrative may be returned to the applicant.

By:

(Original signature)

(Typed or printed name)

(Title)

(SEAL)

ATTACHMENT 5- KEY STAFF CORE COMPETENCIES

Indicate the core competencies **for each key staff member** by marking the appropriate competencies with an “x”. “Core competencies” means the particular knowledge, skill, and ability to perform listed tasks. Applicant must have W-2 and/or 1099 employees who meet the core competencies listed below. If a consultant will be used to fill any capacity “gaps”, the consultant must be included in this checklist. Additional checklists may be needed to report on all key staff.

Core Competencies	Staff Name/Title	Staff Name/Title	Staff Name/Title
Conduct market/needs analyses and conceptual project design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Choose and negotiate purchase of a suitable site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select and work with architects and other consultants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understand and comply with local planning, zoning and building requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create a development pro forma and operating budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management of real estate development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal aspects of housing development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Set rents or sales prices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify financing sources and apply for financing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comply with other lender requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deal with community concerns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comply with Environmental and NEPA requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manage the construction process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Choose and work with a management agent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Successfully market a project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comply with HOME program requirements, construction close-out and long-term obligations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signature: _____

Date: _____

Print Name: _____

Title: _____

ATTACHMENT 6- HISTORY OF SERVING THE COMMUNITY

Each Entity must describe/incorporate its organization's history (or its parent organization's history) of serving of serving the geographic area's community such as developing new housing, managing housing stock; rehabilitation of existing stock with the document signed by a HUD approved representative or the President of the organization. If organization is newly created, include in the statement how the organization's parent organization has at least one year of experience in serving the community. Include type of housing or service, population served, financing sources, and any on-going involvement). Specifically identify under "Location" column all projects or services that are in the immediate geographic area for which certification is being sought. The organization or its parent organization must be able to show one at least one year of serving the community for which the organization is seeking CHDO certification. Parent organization experience counts for this purpose only if the proposed CHDO has been in existence for less than a year. Solely engaging in predevelopment activities for a housing project shall not satisfy the requirement.

Our Mission Statement

Signature: _____

Date: _____

Print Name: _____

Title: _____

ATTACHMENT 7- CHDO BOARD COMPLIANCE CERTIFICATION

I, _____(Chairperson of the Board) certify that

_____ (the CHDO) will at all times maintain at least one-third of the membership of the Board of Directors for:

- (1) residents of the CHDO's geographic service area who are low-income;
- (2) residents of the CHDO's geographic service area who live in a low-income neighborhood; or
- (3) Representatives elected by a low-income neighborhood organization as evidenced by some action by the low-income neighborhood organization are governing body.

I further certify that the Board of Directors regarding the investment of HOME funds shall take no action without one-third low-income representation on the Board.

I further certify that no more than one-third of the Board membership shall be public officials, including elected officials, appointed public officials, public employees, and board members appointed by a public official.

I further certify that a State/local government has not appointed more than one-third of the Board membership and that Board members appointed by a State or local government have not appointed the remaining two-thirds of the Board members.

I further certify that, if my organization is sponsored or created by a for-profit entity, (a) the for-profit entity has not appointed more than one-third of the membership of the Board membership and that Board members appointed by a for-profit entity have not appointed the remaining two-thirds of the Board members and (b) the for-profit entity is not an entity whose primary purpose is the development or management of housing, such as a builder, developer, or real estate management firm.

This certification approval is evidenced by a resolution adopted by the Board of Directors, dated and signed by the Chairperson of the Board.

Board Chairperson Signature: _____

Board Chairperson Printed Name: _____

Date: _____

ATTACHMENT 8- AUDIT FINDINGS

As recipients of HUD funding, Fulton County DHCD is required to adhere to Title 2: Grants PART 200

Basic rule. Grantees and subgrantees are responsible for obtaining audits in accordance with the Single Audit Act Amendments of 1996 ([31 U.S.C. 7501](#)–7507). Please submit independent audits that have been completed within the last two years for your organization and complete the chart below.

Please submit independent audits including documentation of the Auditor procurement in accordance prescribed by the Procurement Standards in §§200.317 Procurement by states through 20.326 Contract provisions of Subpart D- Post Federal Award Requirements of this part or the FAR (48 CFR part 42), as applicable, all findings and management decisions issued, a copy of any corrective action plan with the anticipated completion date, how any found deficiencies, concerns and/or findings were sufficiently addressed, and any explanations; and resolutions that have been completed within the last two years for your organization and complete the chart below.

Federal/State/Local Awardee Organization	Name of Project or Program (or both)	Describe Audit Finding/Date	Describe Resolution of Finding/Date

Signature: _____ Date: _____

Print Name: _____

Title: _____

ATTACHMENT 9- NON-COLLUSION AFFIDAVIT OF BIDDER/ORGANIZATION

I, _____ certify that pursuant to Fulton County Code Section 102-397, this bid or proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same work, labor or service to be done or the supplies, materials or equipment to be furnished and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences and civil damages awards. I agree to abide by all conditions of this bid or proposal and certify that I am authorized to sign this bid or proposal for the bidder.

Affiant further states that pursuant to O.C.G.A. Section 36-91-21 (d) and (e), _____ has not, by itself or with others, directly or indirectly, prevented or attempted to prevent competition in such bidding or proposals by any means whatsoever. Affiant further states that (s)he has not prevented or endeavored to prevent anyone from making a bid or offer on the project by any means whatever, nor has Affiant caused or induced another to withdraw a bid or offer for the work.

Affiant further states that the said offer of _____ is bona fide, and that no one has gone to any supplier and attempted to get such person or company to furnish the materials to the bidder only, or if furnished to any other bidder, that the material shall be at a higher price.

(LEGAL COMPANY NAME)

AUTHORIZED SIGNATURE

TITLE

Sworn to and subscribed before me this _____ day of _____, 20__.

(Affix corporate seal here, if a corporation)

Notary Public: _____

County: _____

Commission Expires: _____

NOTE:

IF THE ORGANIZATION IS A PARTNERSHIP, ALL OF THE PARTNERS AND ANY OFFICER, AGENT, OR OTHER PERSON WHO MAY HAVE REPRESENTED OR ACTED FOR THEM IN BIDDING FOR OR PROCURING THE CONTRACT SHALL ALSO MAKE THIS OATH. IF THE ORGANIZATION IS A CORPORATION, ALL OFFICERS, AGENTS, OR OTHER PERSONS WHO MAY HAVE ACTED FOR OR REPRESENTED THE CORPORATION IN BIDDING FOR OR PROCURING THE CONTRACT SHALL MAKE THE OATH.

ATTACHMENT 10- DISCLOSURE FORM AND QUESTIONNAIRE

1. Please provide the names and business addresses of each of the Organization's officers and directors.
2. Please describe the general development of the Organization's business during the past five (5) years, or such shorter period of time that said Organization has been in business.
3. Please state whether any employee, agent or representative who is or will be directly involved in the subject project has or had within the last five (5) years: (i) directly or indirectly had a business relationship with Fulton County; (ii) directly or indirectly received revenues from Fulton County; or (iii) directly or indirectly receives revenues from the result of conducting business on Fulton County property or pursuant to any contract with Fulton County. Please describe in detail any such relationship.

LITIGATION DISCLOSURE:

Failure to fully and truthfully disclose the information required, may result in the disqualification of your bid or proposal from consideration or termination of the Contract, once awarded.

Please state whether any of the following events have occurred in the last five (5) years. **If any answer is yes, explain fully the following:**

1. Whether a petition under the federal bankruptcy laws or state insolvency laws was filed by or against Organization, or a receiver fiscal agent or similar officer was appointed by a court for the business or property;
Circle One: YES NO
2. Whether Organization was subject of any order, judgment, or decree not subsequently reversed, suspended or vacated by any court of competent jurisdiction, permanently enjoining said Organization from engaging in any type of business practice, or otherwise eliminating any type of business practice; and
Circle One: YES NO
3. Whether said business was the subject of any civil or criminal proceeding in which there was a final adjudication adverse to said or Organization, which directly arose from activities conducted by the business unit or corporate division of said Organization which submitted a bid or proposal for the subject project. .
Circle One: YES NO
4. Have you or any member of your firm or team to be assigned to this engagement ever been indicted or convicted of a criminal offense within the last five (5) years?
Circle One: YES NO
5. Have you or any member of your firm or team been terminated (for cause or otherwise) from any work being performed for Fulton County or any other Federal, State or Local Government?
Circle One: YES NO
6. Have you or any member of your firm or team been involved in any claim or litigation adverse to Fulton County or any other federal, state or local government, or private entity during the last three (3) years?
Circle One: YES NO
7. Has any Organization, member of Organization's team, or officer of any of them (with respect to any matter involving the business practices or activities of his or her employer), been notified within the five (5) years preceding the date of this offer that any of them are the target of a criminal investigation, grand jury investigation, or civil enforcement proceeding?

Circle One: YES NO

8. If you have answered "YES" to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, the name of the court and the file or reference number of the case, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your proposal.

NOTE: If any response to any question set forth in this questionnaire has been disclosed in any other document, a response may be made by attaching a copy of such disclosure. (For example, said Organization's most recent filings with the Securities and Exchange Commission ("SEC") may be provided if they are responsive to certain items within the questionnaire.) However, for purposes of clarity, Organization should correlate its responses with the exhibits by identifying the exhibit and its relevant text. Disclosures must specifically address, completely respond and comply with all information requested and fully answer all questions requested by Fulton County. Such disclosure must be submitted at the time of the proposal submission and included as a part of the proposal submitted for this project. Disclosure is required for Organization, joint venture partners and all subcontractors/contractors.

Failure to provide required disclosure, submit officially signed and notarized documents or respond to any and all information requested/required by Fulton County can result in the proposal declared as non-responsive. This document must be completed and included as a part of the proposal package along with other required documents.

Under penalty of perjury, I declare that I have examined this questionnaire and all attachments hereto, if applicable, to the best of my knowledge and belief, and all statements contained hereto are true, correct, and complete. On this _____ day of _____, 2017

Legal Name _____ **(Date)** _____

Signature of Authorized Representative _____

Title _____

Sworn to and subscribed before me,
This _____ day of _____, 20 17

_____(Notary Public) (Seal)

Commission Expires: _____

**ATTACHMENT 11- CERTIFICATION REGARDING CONFLICT OF INTEREST
(§ 92.356 CONFLICT OF INTEREST)**

***Attach any potential conflicts including any boards or committees
Currently serving on, any private companies owned by you or members of your
board of directors, and any other potential conflicts.***

This is to certify that the organization agrees to create or add to their conflict of interest policy the September 2016 and on-going HUD CPD's published integrity bulletins developed by the HUD office of the inspector general and the office of community planning and development that cover the following topics, which represent issues HUD formula grantees struggle with most often:

- Procurement and contracting
- Sub-recipient oversight
- Internal controls
- Documentation and reporting
- Financial management, and
- The associated resource links:
 - HUD CPD and OIG message for state grantees: **Preserving Your HUD Funds For The People And Communities You Serve**
 - HUD CPD and OIG message for local governments: **Preserving Your HUD Funds For The People And Communities You Serve**
 - HUD integrity bulletin: **Procurement And Contracting: Five Ground Rules For Grantees And Sub-recipients**
 - HUD integrity bulletin: **7 Keys To Handling Conflicts Of Interest**
 - HUD integrity bulletin: **Sub-recipient Oversight And Monitoring**

And agrees to fully comply with the requirements therein

ORGANIZATION NAME: _____

NAME: _____ TITLE: _____

SIGNATURE: _____

DATE: _____ (AFFIX CORPORATE SEAL)

ATTACHMENT 12- ORGANIZATION DECLARATION TO PARTICIPATE IN THE HUD HOME PROGRAM:

The organization certifies that neither it nor its employees, its contractors/subcontractors are presently debarred, proposed for debarment, declared ineligible, suspended, limited suspension or otherwise excluded from doing business with any government organization. Any such exclusion may cause prohibition of your firm from participating in this RFP. If the organization is unable to certify to any of the statements in this certification, such entity or contractor and subcontractor shall attach an explanation to this bid or proposal. (the organization must attach all supporting documentation proving eligibility for parties working on the project).

By signing and submitting this certification, the organization is providing the certification set out below:

- The certification in this clause is a material representation of fact upon which reliance will be placed. If it is later determined that the prospective vendor knowingly rendered a false certification, Fulton County may pursue all available remedies, including suspension and/or debarment, for withdrawal of award or termination of a contract.
- The prospective organization shall provide immediate written notice to the Fulton County at anytime the Agency learn that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- The organization shall be under a continuing duty to immediately inform the county in writing of any changes, if as a result of such changes, the certification regarding debarment is affected.
- The organization will and ensure that all of its contractors. Subcontractors, parties and/or vendors register in system for award management (SAM) and continue to maintain an active SAM registration with current information at all times during the affordability period of your award and until the county has directed in writing that the registration may be closed.

Under penalty of perjury, I declare that I have examined this certification and all attachments hereto, if applicable, to the best of my knowledge and belief, and all statements contained hereto are true, correct, and complete.

ON THIS _____ DAY OF _____, 2017

NAME: _____ TITLE: _____

SIGNATURE: _____ (AFFIX CORPORATE SEAL)

ATTACHMENT 13- DEVELOPMENT TIMELINE

HOME funds must be committed and spent in a relatively short period of time. In compliance with new HUD requirements, a project should be closed and funds drawn within 12 months of funding commitment, or the project will be canceled by HUD.

Please place a check ☒ in the box corresponding to the maximum estimated time required to complete each task below. If an item does not apply, then write **N/A** next to the activity.

Activity	1	2	3	4	5	6	7	8	9	10	11	12
1. Option/Contract												
2. Site Acquisition												
3. Zoning Approval												
4. Site Analysis												
1. Construction Loan												
a. Loan Application												
b. Conditional Commitment												
c. Firm Commitment												
2. Permanent Loan												
a. Loan Application												
b. Conditional Commitment												
c. Firm Commitment												
3. Other Loans & Grants												
a. Type & Source												
b. Application												
c. Award												
C. Closing & Acquisition												
1. Property												

Fulton CountyCommunity Housing Development Organization (CHDO) Request for Proposals (RFP)

2. Property												
3. Property												
4. Property												
D. Plans Approved & Permitting												
a. Zoning Meetings												
b. Community Engagement(s)												
c. Other:												
d. Other:												
E. Procurement(s) Process												
1. Property Management												
2. Project Team												
3. Other Professional Services-												
4. Other Professional Services-												
5. Other Professional Services-												
6. Other Professional Services-												
7. Advertisement												
F. Rehabilitation/Under Construction												
Vendor Procurement												
Advertisement												
Vendor Other_____												
Vendor Other_____												

Fulton CountyCommunity Housing Development Organization (CHDO) Request for Proposals (RFP)

Vendor Other_____												
G Construction Periodic Payment request												
1. Request Submitted to DHCD												
2. Request Submitted to DHCD												
3. Request Submitted to DHCD												
4. Request Submitted to DHCD												
H. Rehab/Construction Completed												
1. Inspection Request												
2. Inspection Request												
3. Inspection Request												
4. Inspection Request												
Leasing												
1. Marketing/Outreach												
2. Tenant Review												
Other:												
Other:												

ATTACHMENT 14 –OPERATING PRO FORMA- REVENUE & EXPENSE

Attach an Operating Pro Forma (at least 5 years) including all funding sources, the dollar amount for each source, and all uses of funds. Also, attach documentation of funding sources such as commitment letters, mortgage, leveraging, Match documentation including volunteer information, grant agreement, or tax credit including terms and conditions, and/or partnership agreements including cash contribution amount.

ATTACHMENT 15 –AFFORDABLE HOUSING PLAN

PROPOSED FINANCING – Attach the Performa and documentation from funding source(s) including matching in the form of in-kind contributions and/or volunteer labor of committed funds to this project. If source(s) are not documented, the source(s) will not be considered in scoring. Please list all project funds, their source, their terms and conditions (grant/loan rate and term) and then allocate these funds as appropriate. Applicants must demonstrate the ability to leverage or match the requested funds from other sources

I. PROPOSAL SUMMARY

- A. Include a concise overview of the proposed project and complete project description, including project site address/location(s)/tax I.D. of the parcel.
- B. Include project goals, how HOME funds will enhance this project, and the organization's proposed effect on affordable housing.
- C. Include the type of activity to be undertaken (Single or Multi-family new construction, and acquisition, etc.) the income range of the target population to be served, a summary of the implementation strategy and the role(s) your organization will play in the overall project.

II. PROGRAM DESCRIPTION AND DESIGN

- A. Describe the proposed project including:
 1. Number and location of homes to be acquired/rehabilitated/constructed
 2. Project timeline and milestones
 3. Target Population
 - a) What income range will the proposed project target?
 - b) Please detail how the projected permanent financing will be structured.
 4. Other funding sources, fundraising activities, match
 5. Explain if the organization has current site control necessary for the project or necessary steps (and timeline) to obtain site control.
 - a) Zoning/Current zoning.
 - b) Proposed zoning if changes are required for development.
 - c) Proposed or existing variances to zoning that will be required for the project
 6. Include identified property for County Inventory if applicable.
 7. Status of review of title and property liens
 8. Described site plans and attach a copy. If not completed provide a timeline.
 - a) Are there any extreme conditions that will create development problems (difficult topography, soil, drainage, flood plain, land fill environmental hazards, proximity to major thoroughfare, railroad, etc)?
 - b) Describe long-term operation and maintenance plans for the project
 9. Total Cost of production

1. Describe how the contractor/developer will be selected. How and when the contractor will be paid procedures for settling disputes, provisions for negotiating change orders and prices and who will provide overall project management during construction.
 10. Advise if detailed building design and specifications been prepared? Please provide a review copy. If no, what is the time frame for development? How will these services be obtained?
 11. Existing structures
 - a) Are any of the structures of architectural significance or in excess of 50 years of age? (such structures may be eligible for the National Register of Historic Places) Please detail how this will be addressed under the proposed project.
 - b) Is demolition of any existing structure to occur?
 - c) Has the structure been evaluated for any evidence of asbestos? (Disturbance, removal, or disposal friable asbestos material must be in compliance with all applicable, Federal, State, and local regulations.) If asbestos has been identified in the existing structure, please outline how the project will address this issue?
 - d) Will the project displace either temporarily or permanently any of the occupied units? If so, provide information outlining how the displacement will be implemented and how it addresses the URA regulations
- B. For Homebuyer projects:
1. Provide the sales price or proposed method by which the sales price for housing will be determined.
 2. Describe plan to ensure that property will be sold to an eligible client within required time frame (9 months of completion of construction).
 3. Describe plan to convert homebuyer property to a rental unit if not sold within required time frame and steps to ensure the rental unit is occupied within 6 months.
 4. Describe how homebuyer counseling will be provided and if prospective homebuyer will be charged a fee (include the amount of the fee if applicable).
 5. Attach a copy of the homebuyer qualification process.
- C. For Rental Housing projects:
1. Provide the number and size of HOME assisted units and, if applicable, number and size of unassisted units
 2. Provide initial rent amounts and the method of calculation used to determine the rent amount; method for calculation of rental amounts on an annual basis after the initial rent determination; and procedure for rent increases. Include methodology and process for when client's income exceeds HOME income eligibility limits.
 3. Describe process to maintain compliance of property standard requirements.

4. Describe plan to ensure that initial occupancy occurs within 6 months of project completion.

III. ORGANIZATION & ADMINISTRATIVE CAPACITY

- A. Describe the plan to manage the development process and, if applicable, on-going rental housing property management.
- B. Explain how the organization ensures nondiscrimination in the provision of services.
- C. Provide a copy of Fair Lease and Grievance Procedure, Tenant Participation Plan, Tenant Selection Policy and copy of lease, if available. If policies not already developed, provide explanation and timeline of when policies will be finalized. Contract will not be executed until policies are established.
- D. Describe organization's Affirmative Fair Housing Marketing Plan. A copy of the organization plan will be required to be submitted if funding is approved.
- E. Describe organization's overall organization, history, and success with similar projects in the past, or with any current projects.

IV. FISCAL CAPACITY

- A. Describe accounting systems and internal fiscal controls.

ATTACHMENT 16- MARKET STUDY GUIDELINES

This Market Study Guideline applies to all Entities seeking HOME CHDO funding. By requiring specific information in all market studies, the Fulton County staff will be able to assess the affordable housing need in competing communities through a comparison of similar characteristics. By requiring that all market studies be prepared in accordance with a specific outline, staff will be able to perform a more comprehensive and expeditious review. The objective of the market study is to demonstrate the existence of sufficient need for the proposed affordable housing project. The County also wants to ensure that the proposed development will not cause an adverse effect in the community. The market study must be conducted at the applicant's expense by a disinterested third party.

All market studies must include a letter, signed by the market analyst, certifying to the following:

1. Name, address, telephone number and e-mail address of person authorizing the market study;
2. Name, address, telephone number and e-mail address of person who prepared and certified the market study;
3. Qualifications of the organization that prepared the study;
4. A statement advising that the organization may be contracted for further questions, if any and have personally examined the site of the proposed development;
5. Development type, *i.e.*, acquisition/rehabilitation and/or new construction;
6. Date of the market study (Current-within six months of the application date);
7. A statement that there exists no identity of interest between the analyst and the applicant or its principals; and
8. A statement that recommendations and conclusions are based solely on the professional opinion and best efforts of the analyst.

I. Table of Contents

- A. Each section of the market study must be identified with the corresponding page number.
- B. Any exhibit or chart within the market study must be numbered for easy reference.

II. Photographs

- A. Good, quality color photographs of the subject property must be included. The photographs must be properly labeled.
- B. Properties must include photographs of each side of each building, on-site, community amenities, north, south, east and west orientations of the property with views of the neighborhood, surrounding neighborhoods, and street scenes.
- C. Photographs of all comparable developments.
- D. A map clearly identifying the location of the development is required. The map should also
- E. identify the following:
 - i. Existing and proposed comparable developments; and

- ii. Existing grocery stores, medical and/or pharmaceutical facilities, schools, public transportation and other service facilities in the Market Area.

III. Executive Summary and Conclusions – the following must be included:

- A. A concise description of the site and adjacent parcels, particularly neighborhood housing.
- B. The description must include the development's name, street address (if available), city, county, zip code and census tract number.
- C. A statement of assumptions and limited conditions considered by the analyst.
- D. A brief summary of the development, including the type of construction (new and/or rehabilitation), number of buildings, number and type of units, proposed gross rents and population served.
- E. A brief description of the Market Area.
- F. A precise statement of the analyst's opinion of market feasibility including the prospect for long-term performance of the development given housing, market demand estimates including any rent burdened households, demographic trends and economic factors. The statement must include a capture rate of the need for each unit type, based on the targeted income group determined by the gross rent for such unit, in the expected year of market entry.
- G. A summary of market related strengths and/or weakness which may influence the subject development's marketability, including but not limited to: compatibility with surrounding uses; the appropriateness of the subject development's location; service facilities; on-site amenities; off-site amenities and their driving distance from the development; units sizes and configurations; and number of units.
- H. Precise statement of key conclusions reached by the analyst, supported by the data contained in the market study. These conclusions must include:
 - i. A summary of positive and negative attributes and issues such as any adverse change in local economic conditions due to plant or business closings, increased unemployment rate, general economic decline in the Primary Market Area (PMA) that will affect the property's performance and lease-up, the analyst's observations that would mitigate or reduce any negative attributes, and any recommendations and/or suggested modifications to the proposed development;
 - ii. An evaluation of the proposed development, given the target population and market conditions. This evaluation should include market justification for the proposed development, including the proposed rents by unit and population type, estimated absorption rate, and should further evaluate the proposed unit, development, and on-site amenities given the market;
 - iii. information about any anticipated new developments in the market area that are under construction or proposed that might be competitive with the applicant project; and
an objective review of past, present, and future demographic and economic trends in the defined Market Area and include an estimate of how the proposed development will be integrated into the Market Area based on existing and proposed comparable rental developments.